



Notice of Job Vacancy

Posting #: 2022-196		Issue Date: 6/1/2022		Closing Date: 6/29/2022	
Title: Administrative Analyst 4, Accounting			Range/Title Code: R29/50076D		Salary: \$81,979.98 - \$116,912.67
Unit Scope: Open Statewide Public Sector - NJ Career Service		Location: NJ DOL - Office of Finance & Accounting - Trenton, NJ		Workweek: NL	# Vacancies: 4

Job Description

The Department of Labor and Workforce Development (DOL) provides many benefits to employees to acknowledge and value their contribution. Statewide benefits include health insurance, pension, Flexible Spending Accounts (FSA)/Health Savings Accounts (HSA), life insurance, deferred compensation and more. The DOL also provides tuition reimbursement (after nine months of employment), a higher education program, the Public Service Loan Forgiveness (PSLF) and Temporary Expanded PSLF (TEPSLF) Programs, and employee training. The DOL also provides options for participation in the Telework, Alternate Workweek or Flextime Programs pursuant to the Department's policy.

These four positions will report to a Supervising Administrative Analyst, will supervise staff and will be responsible for overseeing and performing the analysis, accounting and monthly federal and state reporting for the following programs:

Position #1: Federally funded Disability Determination Services (DDS), monthly federal forecasting for DDS; state funded Temporary Disability Insurance (TDI) (Public and Private), Family Leave Insurance (FLI) and Earned Sick Leave. Additionally, this position will be responsible for reviewing all contracts and MOU's and will be an active participant in all external federal and state single audits that are conducted.

Position #2: Federally funded programs of Occupational Safety and Health, Public Employees Occupational Safety Health, Occupational Safety and Health Survey and Mine Safety; state funded programs of Division of Wage and Hour, Contractor Registration, Public Safety and Occupational Health, Office of Affirmative Action and Equal Opportunity, Board of Mediation and State Administration. Additionally, this position is responsible for the accounting, analysis and allocation of DOL's four overhead offices of Administration, Internal Audit, Finance & Accounting and Office of Research & Information.

Position #3: Responsible for the annual calculation of the federal Resource Justification Model, which determines the Unemployment Insurance (UI) federal award, required quarterly UI-3 calculation (determines additional UI awards) federally required annual Indirect Cost Rate proposal, budgeting for various federal grant programs, oversight of federal cash draws, oversight of the Department's eCats timekeeping system and related monthly reports and, federal reporting for the Veterans programs and responding to external federal and state single audit requests.

Position #4: Responsible the following Workforce Development programs: Workforce Innovation Opportunity Act (WIOA) Youth programs, Trade Act, WIOA Title II Adult Literacy, Senior Employment Community program, and the federal and state Opioid programs. Additionally, this position will be responsible for reviewing all contracts, MOU's and Notices of Grant Opportunity related to the above programs and will be an active participant in all audits that are conducted.

Additionally, these positions will be responsible for interpretation and the proper application of accounting rules and regulations in accordance with federal and state laws and guidelines. They will also oversee and perform internal fiscal reports, ensure that expenditures are appropriately allocated, ensure that time charges are appropriately charged to the various grants, oversee the establishment of budgets, oversee federal cash draws, and respond to external federal and state single audit requests. Additionally, they will oversee the development of their staff including detailed review of work and performance evaluations and will assist the Supervising Administrative Analyst with the overall management of the assigned program's fiscal matters.

Per Executive Order 253, all state employees are required to be vaccinated by October 18, 2021 or undergo frequent testing. Please do not submit your vaccine card at this time.

NOTE: Preference will be given to following:

- Those with an accounting degree or CPA.
- Those who have four (4) years of experience in work involving accounting, fiscal analysis and evaluation, budgeting and forecasting, and management operations in government, business, and/or a management consulting firm.
- Candidates who have experience with NJCFS, MASCSE, and NJSTART for two of the positions.
- Those with Business Objects knowledge for all positions.
- Candidates who have experience with federal reporting and interpretation and application of federal and state rules and regulations

Civil Service Commission Requirements (Education/Experience/Licenses)

Open statewide to career service employees who have one year of continuous permanent service in any competitive title and who meet the open competitive requirements listed below:

EDUCATION: Graduation from an accredited college with a Bachelor's degree including or supplemented by twenty-one (21) credit hours in accounting. Applicants must submit a copy of your unofficial transcripts to verify the required credits earned. Failure to submit unofficial transcripts with your resume may result in your ineligibility.

NOTE: A valid New Jersey Certificate as a Certified Public Accountant issued by the New Jersey state Board of Accountancy may be substituted for the Bachelor's degree plus the twenty-one (21) credit hours in accounting.

EXPERIENCE: Four (4) years of experience involving the auditing or the installation, operation and maintenance of large-scale accounting systems.

NOTE: Applicants who have successfully completed twenty-one (21) semester hour credits in accounting may substitute the indicated non-supervisory experience as noted above on a year for year basis for the remaining education.

NOTE: A Master's degree in public administration, business administration, economics, finance, or accounting may be substituted for one (1) year of experience as indicated above.

RESUME NOTE: Eligibility determinations will be based only upon information presented on the resume along with other supporting documents. Applicants who possess a degree from a college or university outside the United States must provide an evaluation of the transcripts from a recognized evaluation service at the time of submission. Failure to do so may result in your ineligibility.

TO APPLY for this Position

If you qualify and would like to be considered, **submit a letter of interest and your resume (including daytime phone number and email address)** to the person and email address listed below. You **must** submit your response by the closing date shown above and include the Posting number.

EMAIL:

Human Capital Strategies
Recruitment Unit

LWDJobPostings@dol.nj.gov

*Subject line must specify complete job posting number

This is not a promotional announcement for a Civil Service Examination.

This posting may result in personnel actions which will require final approval by the Department of Labor and Workforce Development and the Civil Service Commission in accordance with Civil Service Commission rules and regulations.

Job Posting Authorized by Tennille R. McCoy, Assistant Commissioner, Division of Human Capital Strategies

- Newly hired employees must agree to a thorough background check that may include fingerprinting.
- Any appointments made from postings which involve movement between unit scopes, may result in a forfeiture of rights to any promotional list in a former unit scope.
- As of September 2010, in accordance with N.J.S.A. 52:14-7, the “New Jersey First Act,” all new employees must reside in the State of New Jersey, unless exempted under the law. If you do not live in New Jersey, you have one year after you begin employment to relocate your residence to New Jersey, or to secure an exemption.
- Work Authorization: Applicants must be authorized to work in the United States according to the Department of Homeland Security, United States Citizenship and Immigration Services regulations. NJDOL does not provide sponsorship or accept student OPT/CPT programs, F1 or H1B work authorization visas.

The New Jersey Department of Labor and Workforce Development is an Equal Opportunity/Affirmative Action Employer.

PERSONAL RELATIONSHIPS DISCLOSURE STATEMENT

In accordance with the Uniform Ethics Code adopted by the NJ State Ethics Commission and the State Policy Prohibiting Discrimination in the Workplace, the New Jersey Department of Labor and Workforce Development (NJ DOL) requires the disclosure of all relatives, consensual personal relationships, and cohabitants. No NJ DOL employee may supervise or exercise any authority with regard to personnel actions involving their relative, anyone with whom there is a consensual personal relationship, or anyone with whom they cohabit.

Relative means an individual’s spouse/domestic partner/civil union partner¹ or the individual or spouse’s/domestic partner’s/civil union partner’s parent, child, brother, sister, aunt, uncle, niece, nephew, cousin, grandparent, grandchild, son-in-law, daughter-in-law, stepparent, stepchild, stepbrother, stepsister, half-brother or half-sister, whether the relative is related to the individual or the individual’s spouse/domestic partner/civil union partner by blood, marriage or adoption.

Consensual personal relationship means marriage, engagement, dating or other ongoing romantic or sexual relationships.

Cohabitant means non-related persons who share a household under circumstances where there is financial interdependence.

The New Jersey Department of Labor and Workforce Development requires the disclosure of all relatives and consensual personal relationships to be promptly reported directly to the Division of Human Capital Strategies (HCS) - **Director’s** Office. Confidentiality shall be maintained to the extent possible and practicable. This information may be shared with NJ DOL’s Equal Employment Opportunity Office **and/or** the NJ DOL Ethics Office as deemed necessary. Upon receiving notice of the relationship, HCS may address any situation as necessary in consultation with the EEO Office and/or the Ethics Officer. This may include, but is not limited to, the changing of reporting relationships or transferring any of the employees involved. Failure to provide notification to HCS may result in discipline up to and including termination and the denial of legal representation and indemnification by the State in the event that a lawsuit is filed having a connection with a personal relationship. Employees are under a continuing obligation to promptly report personal relationships that develop during the course of their employment.

I **DO NOT** have a relative or a consensual personal relationship, as defined above, with anyone working for the New Jersey Department of Labor and Workforce Development.

I **DO** have a relative or a consensual personal relationship, as defined above, with anyone working for the New Jersey Department of Labor and Workforce Development identified as follows:

Name	Relationship	Division and Work Location

Do you need more space for disclosure? Yes No **If YES, continue writing on the back of this form.**

I certify that the information on this form to the best of my knowledge and belief is true, complete and accurate. I understand that any misleading or incorrect information, willful misstatement, or omission of a material fact, may be just cause for disciplinary action up to and including termination. I understand my obligation to promptly report personal relationships that develop during the course of my employment.

Applicant/Employee’s Name (Print) _____

Applicant/Employee’s Signature _____

Date _____

¹ Domestic Partner as defined in NJSA 26:8A-1 et. seq. and Civil Union status as defined in NJSA 37:1-28 et. seq.